



Wexford County

HUMAN RESOURCES / PUBLIC SAFETY COMMITTEE

Michael Bush, Chair

NOTICE OF MEETING

The Human Resources / Public Safety Committee of the Wexford County Board of Commissioners will hold a regular meeting on Tuesday, January 28, 2025, beginning at 4:00 p.m. in the Commissioners' Room, third floor of the Historic Courthouse, 437 E. Division St., Cadillac, Michigan.

TENTATIVE AGENDA

- A. CALL TO ORDER
- B. ROLL CALL
- C. ADDITIONS / DELETIONS TO THE AGENDA
- D. APPROVAL OF THE AGENDA
- E. APPROVAL OF THE DECEMBER 17, 2024, REGULAR MEETING MINUTES 1
- F. PUBLIC COMMENTS
Designated for topics on the agenda only.
- G. AGENDA ITEMS
 - 1. Sheriff's Monthly Report (*Sheriff Taylor – Dec. 2024*) 4
 - 2. MMR Monthly Update (*D. Mosholder – Dec. 2024*)
 - 3. Emergency Management Monthly Report (*R. Boike – Dec. 2024*)..... 9
 - 4. Central Dispatch Monthly Report (*D. Alworden – Dec. 2024*)
 - 5. Veterans Services Monthly Report (*Dec. 2024*) 10
 - 6. Acceptance of Resignation from Northern Lake Community Mental Health Board..... 11
 - 7. Appointment to Northern Lake Community Mental Health Board 13
 - 8. Acceptance of Resignation from Department of Health & Human Services..... 14
 - 9. Appointment to Department of Health & Human Services 15
 - 10. Resolution 25-06 Amending WMCCAB Operating Procedures & Bylaws 16
 - 11. Friend of the Court Position Description Update - Human Services Specialist/Clerk 25
 - 12. Discussion on PD Office Position Request - Manager of Finance & MIDC Grant Compliance 29
- H. CORRESPONDENCE
- I. ADMINISTRATOR'S COMMENTS
- J. PUBLIC COMMENTS
Open to any public comment.
- K. COMMITTEE COMMENTS
- L. CHAIR COMMENTS
- M. ADJOURN

COUNTY OF WEXFORD
HUMAN RESOURCES/PUBLIC SAFETY COMMITTEE
 REGULAR MEETING MINUTES
 December 17, 2024

The regular meeting was called to order by Chair Brian Potter at 4:00 p.m., in the Commissioners' Room, third floor, Historic Courthouse, 437 E. Division St., Cadillac, Michigan.

Members Present: Brian Potter, Michael Bush, and Gary Taylor

Members Absent: Kathy Adams

Also Present: Kathy Cline, Veterans Services Director; Megan Swanberg, Executive Assistant; Daniel Mosholder, MMR Operations Manager; Joe Porterfield, County Administrator/Equalization Director; Jami Bigger, Dept. Administrator/HR Director; Alaina Nyman, Clerk; Randy Boike, EM Coordinator; Trent Taylor, Sheriff; Travis Baker, Deputy Dispatch Director; Kristi Nottingham, Treasurer; Roxanne Snyder, ROD.

ADDITIONS OR DELETIONS TO THE AGENDA

None.

APPROVAL OF THE AGENDA

A motion was made by Comm. Taylor and supported by Comm. Bush to approve the agenda. A vote was called, all in favor. Motion passed 3-0.

APPROVAL OF THE MINUTES

A motion was made by Comm. Taylor and supported by Comm. Bush to approve November 26, 2024, Regular Meeting Minutes. A vote was called, all in favor. Motion passed 3-0.

PUBLIC COMMENTS

None.

AGENDA ITEMS

G.1. Sheriff's Office Monthly Report (November 2024)

Sheriff Taylor informed the committee that:

- 3 cadets graduated and are in training and on duty.
- The court security deputy position has been offered to Marty Penney.
- The 2 cars we have ordered for 2024 are in and are in Mt Pleasant waiting to get equipment.
- Mesick schools are interested in getting a School Resource Officer like CTC.

Comm. Taylor asked if they were able to find someone to fill this position and Sheriff Taylor said yes. Comm. Potter asked if this was something they would depend on a grant for? Sheriff Taylor said he didn't believe so. Chair Bush asked if there would be retirement for this person in the future and Sheriff Taylor said he was unsure. Comm. Potter said this should be something Mr. Porterfield could investigate.

G.2. MMR Monthly Update (November 2024)

Mr. Mosholder, Operations Manager, informed the committee that:

- Remodeling will start in February at Cobb Street. They will be getting new windows, new carpets, and a new bathroom. In the spring there will be similar work up in Manton.
- They got their new ambulance. It's in Manton waiting on state licensing and inspections. It will be going to the city fire once this all has been completed.

G.3. Monthly Emergency Management Report (November 2024)

Mr. Randy Boike, Emergency Management Specialist, informed the committee that:

- Continued mitigation and recovery efforts related to the November 5th Cyber Attack on Wexford County are ongoing.
- Provided UAS Training to Cadillac Fire Department
- Updating Courthouse Security Plan and Procedures

G.4. Central Dispatch Monthly Report (November 2024)

Mr. Travis Baker, Deputy Dispatch Director, informed the committee that:

- For all the computer issues the county is having they are still doing well.
- Switched back to the LG Net Firm.
- During the outage they were using tokens.
- Last Friday was one of the dispatchers' last days. There should be an opening Dispatch job coming soon.

Chair Potter asked how many supervisors we currently had. Mr. Baker responded we currently only have one.

G.5. Veterans Services Monthly Report (November 2024)

Ms. Kathy Cline, Veterans Services Director, informed the committee that:

- Last month they had 66 people in the office.
- Everyone they saw were really kind and understanding.
- Gary, Rick, Cathy had an interview with a 91-year-old Korean Veteran for the newspaper.

G.6. Resolution 24-27 Extending Appreciation for Commissioner Mitchell

A motion was made by Comm. Bush and supported by Comm. Taylor to forward a recommendation to the full board to approve *Resolution 24-27 Extending Appreciation for Commissioner Mitchell*. A vote was called. All in favor. Motion passed, 3-0.

G.7. Resolution 24-28 Extending Appreciation for Commissioner Musta

A motion was made by Comm. Taylor and supported by Comm. Bush to forward a recommendation to the full board to approve *Resolution 24-28 Extending Appreciation for Commissioner Musta*. A vote was called. All in favor. Motion passed, 3-0.

G.8. Resolution 24-29 Extending Appreciation for Commissioner Townsend

A motion was made by Comm. Bush and supported by Comm. Taylor to forward a recommendation to the full board to approve *Resolution 24-29 Extending Appreciation for Commissioner Townsend*. A vote was called. All in favor. Motion passed, 3-0.

G.9. Resolution 24-30 Extending Appreciation for Commissioner Adams

A motion was made by Comm. Taylor and supported by Comm. Bush to forward a recommendation to the full board to approve *Resolution 24-30 Extending Appreciation for Commissioner Adams*. A vote was called. All in favor. Motion passed, 3-0.

CORRESPONDENCE

None

ADMINISTRATOR’S COMMENTS

Mr. Porterfield could not tell his staff how impressed he was with them and couldn’t ask to work with a better group of people.

PUBLIC COMMENTS

None.

COMMITTEE COMMENTS

CHAIR COMMENTS

None.

ADJOURN

A motion was made by Comm. Taylor and supported by Comm. Bush to adjourn at 4:15 p.m. A vote was called, all in favor. Motion passed 3-0.

Brian Potter, Chair
Secretary

Megan Swanberg, Recording



OFFICE OF THE SHERIFF • WEXFORD COUNTY

Trent J Taylor
Sheriff

Richard R. Doehring
Undersheriff

Wexford County Office of the Sheriff

Monthly Report

November

2024

LAW ENFORCEMENT DIVISION

The Wexford County Sheriff's Office, Law Enforcement Division, is comprised of 21 sworn Officers; The Sheriff, Undersheriff, 1 Law Enforcement Lieutenant, 1 Detective Lieutenant, 1 Detective Sergeant, 4 Law Enforcement Sergeants, 10 Deputies and 2 Court Bailiff's.

The Law Enforcement Division received 491 calls for service. Of those calls, 153 reports were taken. As a result of those complaints, 11 arrests were made, and 1 citation was issued.

Law Enforcement Statistic Re-Cap:

Total Calls for Service	491
Total Complaints Taken	153
Felony/Misdemeanor Arrests	11
Citations Issued	1

COURT SECURITY/DEPUTY ARRESTS

Court Arrests	6
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TNT:

The Wexford County Sheriff's Office has one Deputy assigned to the Traverse City Narcotic Team.

Original Reports No Deputy is currently assigned.

Intelligence Reports

Arrests

Assist Other Agencies

CIVIL PROCESS:

The Law Enforcement Division provides Civil Process Services within the county for citizens, as well as for Courts and Prosecutor's Office.

Total Civil Papers Received	34
Total Civil Papers Completed	34

ADDITIONAL SERVICES:

In addition to the many services provided by the Wexford County Sheriff's Office, the Office provides Live Scan Fingerprinting, and Pistol Purchase Permits for individuals who wish to purchase a handgun from an individual. The office is also responsible for registering firearms purchased from citizens with the State of Michigan Firearms Unit.

<u>Live Scan Fingerprint:</u>		<u>Pistol Information:</u>	
Michigan School Employment	0	Pistol Permits Issued	2
Concealed Pistol Licensing	4	Denied Permits	0
Other	0	Indiv. Pistols registered	0
Court	0		
Total Prints.....	4		

ANIMAL CONTROL DIVISION:

The Wexford County Animal Control Division is comprised of two Animal Control Officers and is overseen by the Law Enforcement Lieutenant. The Animal Shelter has a shelter attendant that assists in taking care of the animals and advocating for their adoptions. The shelter took in 15 animals, adopting 11 and reuniting 4 with their owner(s).

ACTIVITY:

Total Calls	
Total Complaints/Reports	1
Animal Bites	1
Citations Issued	0
Animals Lodged in Pound	15
Animals Adopted Out	11
Animals Transferred to Rescue	0
Animals Claimed by Owners	4
Animals Euthanized	1

CORRECTIONS DIVISION:

The Wexford County Corrections Division is comprised of 4 Sergeants, 17 Correctional Officers and is overseen by the Jail Lieutenant.

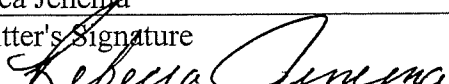
Average Daily Inmate Headcount	117
Total number of inmates Booked	64
Total Inmates Booked –Year to date	1064
Total Number of Inmates Released	76
Number Released-Year to date	1037
Transportation Costs/Month	\$0
Transportation Costs/Year	\$0
Jail Overcrowding/State of Emergency	NO

TRAININGS/RECOGNITIONS:

- November 12, 2024, Sheriff's Office Administrative Assistant K. Bauer attended an 8-hour Basic Freedom of Information Act Training; presented by the Rossow Group and Grand Traverse County Sheriff's Office.
- November 19 – 21st, 20224, Deputies Ramirez and Zajac completed ERT Training
- November 21, 2024, Corrections Officers Bowen and Zeestraten completed an 8-hour training; Sabre Red OC Instructor Training, presented by the Livingston County Sheriff's Office.

Wexford County Animal Shelter				Reporting Month November 2024					
The Wexford Count Board of Commissioners requires monthly submission of the following information in accordance with County Ordinance #35 Section3 (B).5 as amended. This report must be submitted to the Wexford County Board of Commissioners within 15 days of the end of the month. This is to be completed according to the guidelines for the Animal Shelter Annual Report -per Act 287. Section9(a) but on a reporting month basis.									
Type of Companion Animal received into the shelter reporting month	Total number of animals received by the shelter during the reporting month less than 6 months of age	Total number of animals received by shelter during reporting month at 6 months of age & older	Total number of animals by type received into the shelter during reporting month	Total number of animals type adopted during reporting month (at the time of adoption) per ref 1		Total number of animals by type sold during reporting month per ref 2	Total number of animals by type transferred to allowable entities during reporting month per ref 3	Total numbers of animal by type euthanized during reporting month	
				Altered	Not Altered			Shelter Animals	Owner Requested
Dogs	0	7	7	2	3	5	2	0	0
Cats	6	2	8	5	1	6	0	1	0

Financial Results	Cats Altered	Cats Not Altered		Dogs Altered	Dogs Not Altered		Total
Adoption Fees	0.00	0.00		15.00	60.00		75.00
Sterilization Deposits	0.00	25.00		0.00	100.00		125.00
Ordinance Fee Refunds							
Reclaim Fees	4 animals reclaimed						45.00
Donations Received							

References:	
1. MCL 287.338.8a Sec (1)	
2. MCL 287.388	
3. MCL 287.338.7;MDARD-registered shelters, law enforcement agencies, or service dog organizations	
Printed Name of Person Submitting the Reported Rebecca Jenema	Date Submitted 12-09-2024
Submitter's Signature 	Phone 231-779-9530



Emergency Management Monthly Report

January 2025

- Attended Region 7 Homeland Security meeting, Statewide EM meeting, R7 T&E Grant work
- Callouts- (3) Structure Fires, (1) Specific Bomb Threat,
- LPT/LEPT Meeting
- Meetings with Fire Chiefs
- Preparing Northern Stike MOBEX Exercise on Camp Grayling
- AUXCOM/Alternate EOC planning Mtg at Wexford County Airport
- Cadillac Fire Department: UAS Drone Training
- ISD CTC Reunification Planning and preparation
- Upcoming: Camp Grayling Full Scale Exercise will be monthly thru June

Randy Boike EMD

Wexford County Veterans Services

401 N. Lake Street, Cadillac, MI 49601

231-775-6654

Charles Schmitt, Veteran Service Officer

16 January, 2025

Veterans Services Monthly Report

December 2024

- Veterans who received emergency assistance -0
- Veterans ineligible/denied for emergency assistance - 0
- County Burial benefits and letters have been initiated-2
- County Burial Benefits ineligible-0
- Veterans seen in office-64

On 18 December 2024 our Director, Kathleen Cline passed away unexpectedly. We are working through this tragic loss by coordinating with the County Offices and the MVAA Grant Office to maintain operations.

We were able to service 64 Veterans this month. Additionally, we had a meeting with Habitat for Humanity's new hire, Terresa. Part of her job is to assist Veterans with home improvement grants. This is a phenomenal resource that may be used in instances like home upgrades for safety issues.

2024 Veteran Seen Totals – 953 Veterans/Family members, averaging 79.41 a month (4.96 a day). (2022 average 37 a month, 2.31 a day, 2021 was even less than that)

Transition – Charles has received the new/updated Credit Card. There have been no issues with continuing office bill payment submissions. There is a VSO Accreditation class in April, and the next one is in October. We are in need of hiring someone ASAP in order to get them through the lengthy accreditation process. It can still take weeks to get Federal systems access after accreditation.

Current issues – as of 15 Jan 25 at 1030hrs our phone system **came back up**. Additionally, we gained access to our share drive got our normal scanning and printing operations. The Directors Office still needs some IT assistance at some point in the near future to get the printer and scanner working. We still do not have fax capabilities, but we have “work-arounds”.

Charles Schmitt, Veteran Service Officer

Taking care of our American Heroes...past...present...future...

BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM

TO: Human Resources/Public Safety Committee
FROM: Administration
FOR MEETING DATE: January 28, 2025
SUBJECT: Acceptance of Resignation from the NLCMH Board

SUMMARY OF ITEM TO BE PRESENTED:

Ms. Carol Blake has stepped down from the Northern Lakes Community Health Board as the Primary Consumer Representative.

RECOMMENDATION:

Administration recommends the Human Resources/Public Safety Committee forward a recommendation to the full board to accept Ms. Blake's resignation from the Northern Lakes Community Mental Health Board.

BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM

TO: Human Resources/Public Safety Committee
FROM: Administration
FOR MEETING DATE: January 28, 2025
SUBJECT: Appointment to the Northern Lakes Community Mental Health Board

SUMMARY OF ITEM TO BE PRESENTED:

With the resignation of Ms. Blake, there is a vacancy on the Northern Lakes Community Health Board for the Primary Consumer Representative. Two applications have been received for consideration of appointment.

RECOMMENDATION:

The Administration recommends the Human Resources/Public Safety Committee review the candidates and forward a recommendation to the full board.

BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM

TO: Human Resources/Public Safety Committee
FROM: Administration
FOR MEETING DATE: January 28, 2025
SUBJECT: Acceptance of Resignation from the Department of Health & Human Services

SUMMARY OF ITEM TO BE PRESENTED:

Mr. Bob Colvin has stepped down from the Department of Health and Human Services.

RECOMMENDATION:

Administration recommends the Human Resources/Public Safety Committee forward a recommendation to the full board to accept Mr. Colvin's resignation from the Department of Health & Human Services.

BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM

TO: Human Resources/Public Safety Committee
FROM: Administration
FOR MEETING DATE: January 28, 2025
SUBJECT: Appointment to the Department of Health & Human Services

SUMMARY OF ITEM TO BE PRESENTED:

With the resignation of Mr. Colvin, there is a vacancy on the Department of Health & Human Services Board. One application has been received for consideration of appointment.

RECOMMENDATION:

The Administration recommends the Human Resources/Public Safety Committee review the application and forward a recommendation to the full board.

Minutes of a regular meeting of the Wexford County Board of Commissioners, held at the Wexford County Courthouse, 437 E. Division St., Cadillac, Michigan on the fifth day of February 2025 at 4:00 p.m.

PRESENT: _____

ABSENT: _____

The following preamble and resolution were offered by Commissioner _____ and supported by Commissioner _____.

**RESOLUTION NO. 25-06
RESOLUTION OF THE BOARD OF COMMISSIONERS FOR WEXFORD
COUNTY TO PROVIDE GENERAL OPERATING PROCEDURES OF THE
WEXFORD-MISSAUKEE COMMUNITY CORRECTIONS ADVISORY BOARD
AS AMENDED**

WHEREAS, Public Acts of 1988 No. 511; MCL 791.401 et seq., known as the Community Corrections Act (hereinafter “the Act”), provides for the establishment of a local regional community corrections program; and

WHEREAS, the Act also provides for the establishment of a “Regional Advisory Board”, as defined by Sections 2, 6, and 7 of the Act to oversee such a community corrections program; and

WHEREAS, Missaukee County and Wexford County, by actions of their respective Boards of Commissioners, have established the Wexford-Missaukee Community Corrections Program (hereinafter “the Program”) and the Wexford Missaukee Community Corrections Advisory Board (herein referred to as the “Board”) to serve both counties; and

WHEREAS, the Board has met and presented several recommendations concerning the operations of the Program in a document entitled General Operation Procedures of Wexford-Missaukee Community Corrections Advisory Board as Amended (hereinafter “Procedures”); and

WHEREAS, such Procedures should not compromise existing operations, policies, and procedures in either Wexford or Missaukee County, or conflict with any law; and

WHEREAS, Wexford County, through its Board of Commissioners, supports the efforts to provide uniform operation of the Program in its areas of responsibility, including, but not limited to, budgeting, program administration, the hiring and discharge of employees, wage and benefit administration, accounting and auditing practices, and program funding; and

THEREFORE, IT IS RESOLVED, that the Board of Commissioners for Wexford County hereby approves and adopts the attached General Operating Procedures and By Laws for the Wexford-Missaukee Community Corrections Advisory Board As Amended.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS:

AYES: _____

NAYS: _____

RESOLUTION DECLARED ADOPTED.

Chairperson, Wexford County Board of Commissioners

Alaina M. Nyman, County Clerk

STATE OF MICHIGAN)
) ss.
COUNTY OF WEXFORD)

I hereby certify that the foregoing is a true and complete copy of Resolution 25-06 adopted by the County Board of Commissioners of Wexford County at a regular meeting held on February 5, 2025, and I further certify that public notice of such meeting was given as provided by law.

Alaina M. Nyman, County Clerk

**GENERAL OPERATING PROCEDURES
OF THE
WEXFORD-MISSAUKEE COMMUNITY CORRECTIONS ADVISORY BOARD
AS AMENDED**

SECTION 1. Membership of the Wexford-Missaukee Community Corrections Advisory Board (hereinafter “the Board”) includes the following positions:

1. The Board will include the positions listed below:
2. County Sheriff (or designee) for both Wexford and Missaukee Counties
3. Chief of a City Police Department (or designee)
4. Judge of the Circuit Court (or designee)
5. Judge of the District Court (or designee)
6. Judge of the Probate Court (or designee)
7. One County Commissioner from Wexford County and one from Missaukee County
8. One Representative from one or more of the following service areas: mental health, public health, substance abuse, employment and training or community alternative program
9. County Prosecuting Attorney (or designee) for both Wexford and Missaukee Counties
10. Criminal Defense Attorney
11. Representative of the business community
12. Representative of the communications media
13. Circuit Court Probation Agent(s) (or designee)
14. District Court Probation Officer(s) (or designee)
15. Representative(s) of the general public.

SECTION 2. The Board shall oversee the operation of the Wexford-Missaukee Community Corrections Program (hereinafter “the Program”) in accordance with the Community Corrections Act. (Public Acts of 1988 No. 511; MCL 791.401 et seq) (hereinafter “the Act”). The Board is organized as a “Regional Advisory Board” as defined in Sections 2, 6, and 7 of the Community Corrections Act. Unless otherwise provided herein, the Board may establish other additional general operating procedures and policies for the Program consistent with the Act.

SECTION 3. Meetings of the Board shall be called by its Chair through the Community Corrections Manager (hereinafter “the Manager”). In the absence of the Chair, the Vice-Chair, through the Manager, may call meetings of the Board. Notice of each meeting shall comply with the Michigan Open Meetings Act, MCL 15.261 et. seq.

SECTION 4. Any action of the Board shall be made by a majority vote of its Board members, with such a quorum being present during a meeting of the Board as set forth in the bylaws and Open Meetings Act.

SECTION 5. The Circuit Court Judge shall propose an annual budget, supervise the Manager and employees of the Program, and approve grant applications for the Program. Grant applications must be reviewed and approved by the Board and the Boards of Commissioners for both Wexford and Missaukee Counties. The Circuit Court Judge may amend or seek amendment of any budgets for the Program as appropriate.

SECTION 6. The Board shall appoint a fiscal officer, who shall not be a voting member of the Board. The fiscal officer may be the county clerk, the county administrator, or the treasurer of either Wexford or Missaukee County.

SECTION 7. The fiscal year of the Program shall be the same as the fiscal year of the State of Michigan.

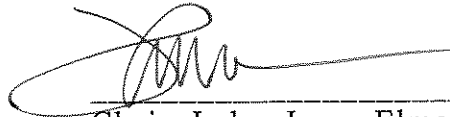
SECTION 8. All funds of the Program shall be deposited, budgeted, and accounted for in a fund managed by either Wexford or Missaukee County.

SECTION 9. All Program employees shall be employees of the Circuit Court and supervised by the Circuit Court Judge. The Circuit Court Judge shall hire, promote, discipline, and discharge Program employees. The Circuit Court Judge, himself/herself, or through cooperation with the Manager, shall assign work and set hours for work for the Program and Program employees. These actions shall be done in accordance with personnel policies, union and employee contracts/agreements, and practices normally applicable to employees of either Wexford or Missaukee County.

SECTION 10. It is understood that persons presently employed by either Wexford or Missaukee County may become an employee of the Program. Employee benefits may differ between the two counties. Any county employee hired into the program shall continue to be an employee of the original employing County, as an employee of the Circuit Court, and shall retain all accrued employee benefits and longevities, and continue to accrue the same while employed with the Program. All other persons employed by the Program shall receive benefits from the county where the program fund is maintained at the date of hire. If any conflict in these matters arise, the Circuit Court Judge may resolve the conflict.

SECTION 11. All expenses of the Program shall be considered expenses of the general fund of the county in which the debt occurs. The Circuit Court Judge shall certify the expenses of the Program from each county. Each county will be refunded within the budget from the special revenue fund of the Program on at least a quarterly basis.

Adopted by the Board
Dated January 8, 2025



Chair, Judge Jason Elmore
28th Circuit Court Judge

Revised by Judge Jason Elmore, 28th Circuit Court on 8/21/2024 and approved by the Board on 1/8/2025 amending version prepared by Judge Charles Corwin, 28th Circuit Court on 2/6/1991.

**BYLAWS
WEXFORD MISSAUKEE COMMUNITY CORRECTIONS
ADVISORY BOARD
AS AMENDED**

ARTICLE I - NAME

The name of this organization shall be Wexford Missaukee Community Corrections Advisory Board (herein referred to as the “Board”).

ARTICLE II - LEGAL - BASIS

The Board is formed by the appointment of the Wexford County Board of Commissioners and the Missaukee County Board of Commissioners (herein referred to collectively as “Boards of Commissioners”) pursuant to the Community Corrections Act. (Public Acts of 1988 No. 511; MCL 791.401 et seq). The Board is organized as a “Regional Advisory Board” as defined in Sections 2, 6, and 7 of the Community Corrections Act.

ARTICLE III - PURPOSE

1. The purpose of the Board is as follows:
 - A) Develop, along with the Community Corrections Manager, a Comprehensive Community Corrections Plan, monitor the implementation of that plan, recommend improvements and modifications to that plan, perform evaluations of the programs and activities conducted under that plan, and prepare an annual report.
 - B) Provide for the management of the Community Corrections Plan, which is contained in the Comprehensive Plan and Services issued by the Office of Community Corrections, Michigan Department of Corrections, State of Michigan (hereinafter referred to as “OCC”).
 - C) Establish a system for data analysis as required by the OCC and provide information and monthly reports as required by the OCC.
 - D) Comply with minimum standards, programs and fiscal monitoring systems adopted by the State.
 - E) Adopt program policies/procedures for the operation of the Board and local programs.
 - F) Develop and recommend to the Boards of Commissioners, Bylaws which set forth membership criteria and responsibilities as set forth in the Community Corrections Act and which detail the structure and authority of the Board.
 - G) Develop an ongoing public education and information program to educate the general public regarding the Community Corrections Act.
 - H) Determine the possible source of funding for the program activity and determine Community Corrections fees specified in the Comprehensive Plan.
 - I) Prepare and recommend to the Boards of Commissioners or relevant subcommittee thereof, contracts for contractual services or direct services as identified in the Comprehensive Plan.
 - J) Evaluate and recommend employment of the Community Corrections Manager and complete an annual evaluation of the Community Corrections Manager due no later than December 31st of each calendar year.

- K) Submit an annual budget recommendation through the Circuit Court Judge to the respective Boards of Commissioners and the OCC after review of budget recommendations by the Community Corrections Manager.

ARTICLE IV - MEMBERSHIP

1. The membership of the Board shall consist of individuals as specified in Public Act 511 of 1988.
2. All positions of the board shall include a member from Wexford and/or Missaukee Counties.
3. All Board members will reside or be employed in Wexford and/or Missaukee Counties.
4. The Advisory Board will include positions listed below:
 - A) County Sheriff (or designee) from both Wexford and Missaukee Counties
 - B) Chief of a City Police Department (or designee)
 - C) Judge of the Circuit Court (or designee)
 - D) Judge of the District Court (or designee)
 - E) Judge of the Probate Court (or designee)
 - F) One County Commissioner from Wexford County and one from Missaukee County
 - G) One Representative from one or more of the following service areas: mental health, public health, substance abuse, employment and training or community alternative program
 - H) County Prosecuting Attorney (or designee) from both Wexford and Missaukee Counties
 - I) Criminal Defense Attorney
 - J) Representative of the business community
 - K) Representative of the communications media.
 - L) Circuit Court Probation Agent(s) (or designee)
 - M) District Court Probation Officer(s) (or designee)
 - N) Representative(s) of the general public.
5. **Selection of Members:** The Executive Committee may recommend new or additional Board members to the Boards of Commissioners for appointment as provided by statute. Final selection of new or additional board members will be by the Board of Commission(s) as provided by statute.
6. **Designees:** Each Board member shall have the right to designate (in writing) an alternative with proxy voting power to represent that Board member when unable to attend a specific Board meeting. Any member wishing to designate an alternate shall submit the name of that alternate to the Board.
7. **Length of Service:** Each Board member shall serve a term of up to two years and shall hold office until his/her successor has been chosen, unless his/her Board position is vacated by resignation, death, removal or otherwise. Board member terms will run from January 1st to December 31st.
8. **Executive, and Other Committees:** The Board, by a majority vote, may designate from among its members and the Community Corrections Manager an Executive Committee of up to seven members, which may include the Chairperson, Vice Chairperson and the Community Corrections Manager. Members may be elected by a majority vote of the members of the Board and shall hold the office for one year and until their successors are

elected. Other committees (or advisory committees) may be established by a majority vote of the Board members as needed. The Community Corrections Manager will not vote.

9. **Quorum:** Fifty percent of the total voting membership shall constitute a quorum for all meetings of the Board and Committee(s).
10. **Termination:** Termination from the board may occur upon a member's written resignation or by a majority vote of the Board. The Board may, by a majority vote, request the removal of any member for reasons of poor attendance, malfeasance of duty, or conflict of interest. This request shall be forwarded to the Boards of Commissioners for approval.
11. **Action by Board or Executive Committee:** In the event of necessary business requiring immediate action prior to the next regularly scheduled Advisory Board meeting, any action required or permitted to be taken by the Advisory Board may be taken by the Executive Committee, provided that reasonable notice be given of the meeting. The action shall be ratified at the next full Advisory Board meeting and shall be filed with minutes of that proceeding.
12. **Conflict of Interest:** A Board member shall not benefit financially from board membership. If a Board member or his/her agency is being considered for a contract of funding by the Board, that member must declare that he/she is in conflict of interest and may not participate in discussions or voting concerning that contract or funding decision about which there is a conflict of interest. However, that Board member shall be available to the Board to answer questions that may be raised by other Board members. Where it may be reasonably perceived that a Board member may have other potential conflicts of interest, those too shall be raised to the attention of the Board.

ARTICLE V - OPEN MEETINGS ACT

All meetings of the Board are subject to the Michigan Open Meetings Act, MCLA 15.261, *et seq.* Among other requirements, this act stipulates that public notice be posted for all Board meetings. This notice shall be posted at the County Courthouses in Wexford and Missaukee Counties.

ARTICLE VI- MEETINGS

Meetings shall be scheduled a minimum of four times per year and/or special meetings as otherwise called by the Chairperson or other person designated by the Chairperson. Reasonable advance notice shall be communicated to Board members. Public notice shall be posted at the Courthouses.

ARTICLE VII - LOCATION

The Community Corrections Office shall be located in office space(s) designated by the Boards of Commissioners.

ARTICLE VIII - OFFICERS

The Board shall elect a Chairperson and Vice-Chairperson annually at the first meeting of the calendar year.

1. **Chairperson:** The Chair shall arrange for and preside over the meetings of the Board and perform such duties as normally pertain to the Office.

2. **Vice-Chairperson:** The Vice-Chair shall preside over Board meetings in the absence of the Chair and perform such other duties as may be delegated by the Chair.
3. **Community Corrections Manager:** The Community Corrections Manager may be called upon to perform any or all of the following essential duties as well as other needed duties.
 - a. Develop and implement Community Corrections programs:
 - (1) Screen and assess defendants to insure they are P.A. 511 eligible;
 - (2) Determine individual defendant needs for pretrial services;
 - (3) Oversee the appropriateness of referrals to various services and providers;
 - (4) Manage services and staff; and
 - (5) Maintain records and reports.
 - b. Develop, provide, and oversee enhanced alternatives to incarceration programs for both pre-trial and post-trial defendants:
 - (1) Administer programing for Substance Abuse testing, treatment, treatment monitoring, global position system tether, and other services for pre-trial and post-trial defendants.
 - c. Oversee and develop existing program and agency referrals for pre-trial and post-trial defendants when appropriate.
 - d. Develop and implement specific defendant plans of action when appropriate.
 - e. Make various presentations to the Boards of Commissioners and the public.
 - f. Prepare the program budget to be approved by the Circuit Court Judge, approved by the Boards of Commissioners, and administered under the supervision by the Circuit Court Judge.
 - g. Prepare State Grant Applications and administer it with assistance of the Circuit Court Judge. (see also Article III, Section 1, paragraph K above).
 - h. Prepare reports, conduct billing, and maintain necessary paperwork.
 - i. Perform related duties as required.
 - j. Appear in the courts as needed for hearings.
 - k. Take to the Chairperson for the County Board of Commissioners for whichever County, Wexford or Missaukee, is at that time managing the fund for Community Correction, for signature and approval all Community Corrections contracts.
 - l. Provide a copy of any contracts signed for Community Corrections by one Chairperson for one County Board of Commissioners to the Chairperson for the other County Board of Commissioners.

ARTICLE IX - AMENDMENT TO BYLAWS

Proposed changes in the Bylaws of the Board may be enacted by a two-thirds vote of the Board at a regularly scheduled or special Board meeting, provided at least fifteen (15) days written notice of the proposed amendments have been given to Board members. Proposed amendments approved by the Board shall then be forwarded to the Boards of Commissioners, for final ratification.

ARTICLE X - EFFECTIVE DATE

These Bylaws shall become effective after adoption of the Boards of Commissioners.

Date: _____

Gary Taylor, Chairperson
Wexford County Board of Commissioners

Dean Smallegan, Chairperson
Missaukee County Board of Commissioners

Revisions Prepared by 7/23/2024/Judge Jason Elmore, 28th Circuit Court for both Wexford and Missaukee Counties, and approved by the Board on 1/8/2025.



Wexford County Position Description

Position: Human Services Specialist – Clerk

Adopted: February 22, 2022; Amended January 28, 2025

Summary: An individual assigned to this position will assist the public with providing access to area resources, as needed; interact and meet with different area groups; develop and maintain the FOCAP work search and assistance program; participate with the SMILE program; operate and maintain the Friend of the Court Legal Aid Clinic; keep up on the different area resources available to the public; maintain the Friend of the Court and SMILE Facebook pages

Supervision Received: Work is performed under the general supervision of the Friend of the Court.

Supervision Exercised: None.

Responsibilities, Essential Duties and Functions: An employee in this position may be called upon to do any or all of the following essential duties. These examples do not include all of the duties which the employee may be expected to perform.

1. General availability to speak to public about area resources
2. Conduct screening for all new Friend of the Court cases
3. Sit in as support when necessary during mediation appointments, Referee hearings, and show cause hearings
4. Operate the FOCAP program to help parents find employment and other assistance needs, as appropriate
5. Schedule parents and draft enforcement orders for the SMILE program. Also to present the SMILE program, when necessary
6. Operate the Legal Aid Clinic, which includes scheduling, informing the community of those dates, and arranging for attorney participation
7. Maintain knowledge about area resources, specifically related to counseling, substance abuse treatment, housing, and other related fields
8. Interact with area groups
9. Maintain the Friend of the Court Facebook page
10. Learn and maintain awareness of grants applicable for job duties
11. Create and maintain area resource list for parents
12. Provide other duties as necessary to office function
13. Ability to access department files
14. Ability to enter and retrieve information from computer systems
15. Ability to file and carry folders and files
16. Ability to access all areas of the office
17. Ability to travel to courthouses in Cadillac and Lake City. Also, the ability to conduct travel to other locations as necessary to obtain the requisite knowledge of area resources required to complete the functions of the position.

Essential Functions, Qualifications, and KSA's for Employment: All of the following functions, qualifications, knowledge, skills, abilities (KSAs) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

1. Ability to pass a background and security check
2. Must possess a high degree of professionalism
3. Must have the ability to work and communicate effectively with employees and the public
4. Must have the ability to prepare accurate documents
5. Must possess a strong character and have the ability to deal with stress
6. Must possess a valid Michigan Motor Vehicle Operators License
7. Ability to travel to a variety of locations relevant to the position
8. Must be proficient in Microsoft Word, Excel, and Outlook
9. Must be proficient or have the ability to quickly gain proficiency with the State of Michigan's IV-D software
10. Must be proficient with or have the ability to quickly gain proficiency with Zoom video conferencing
11. Must have the ability to maintain confidential client information
12. Must have the ability to organize, process, and coordinate office work
13. Educational requirement: A bachelor's degree in social work or in a related field is required. Equivalent work history in a related field may also be considered.
14. Friend of the Court experience or awareness of family law functions is preferred.
15. Prior social work history is also preferred

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.)



Wexford County Position Description
Position: Human Services Specialist - Support Staff
Adopted: February 22, 2022

Summary: An individual assigned to this position will assist the public with providing access to area resources, as needed; interact and meet with different area groups; develop and maintain the Friend of the Court work search program; participate with the SMILE program; collaborate with Legal Services of Northern Michigan to maintain the Friend of the Court Legal Aid Clinic; keep up on the different area resources available to the public; maintain the Friend of the Court and SMILE Facebook pages.

Supervision Received: Work is performed under the general supervision of the Friend of the Court.

Supervision Exercised: None.

Responsibilities, Essential Duties and Functions: An employee in this position may be called upon to do any or all of the following essential duties. These examples do not include all of the duties which the employee may be expected to perform.

1. Provide general availability to speak to public about area resources.
2. Sit in as support when necessary, during mediation appointments, referee hearings, and show cause hearings.
3. Operate the Friend of the Court work search program.
4. Participate with the SMILE program, addressing parent questions.
5. Assist with maintaining the Legal Aid Clinic.
6. Maintain knowledge about area resources, specifically related to counseling, substance abuse treatment, housing, and other related fields.
7. Interact with area groups.
8. Maintain the Friend of the Court and SMILE Facebook pages.
9. Learn and maintain awareness of grants applicable for job duties, especially the Access and Visitation Grant.
10. Create and maintain area resource list for parents.
11. Provide other duties as necessary to office function.

Essential Functions, Qualifications, and KSA's for Employment: All of the following functions, qualifications, knowledge, skills, abilities (KSAs) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

1. Ability to pass a background and security check as well as a physical and drug screening.
2. Must possess a high degree of professionalism.
3. Must have the ability to work and communicate effectively with employees and the public.
4. Must have the ability to prepare accurate documents.
5. Must possess a strong character and have the ability to deal with stress.
6. Must possess a valid Michigan Motor Vehicle Operators License.
7. Ability to travel to a variety of locations relevant to the position.
8. Must be proficient in Microsoft Word, Excel, and Outlook.
9. Must be proficient or have the ability to quickly gain proficiency with the State of Michigan's IV-D software.
10. Must be proficient with or have the ability to quickly gain proficiency with Zoom video conferencing.
11. Must have the ability to maintain confidential client information.
12. Must have the ability to organize, process, and coordinate office work.
13. Educational requirement: A bachelor's degree in social work or in a related field is required. Equivalent work history in a related field may also be considered.
14. Friend of the Court experience or awareness of family law functions is preferred.
15. Prior social work history is also preferred

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.)

BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM

TO: Human Resources/Public Safety Committee
FROM: Administration & Public Defender’s Office
FOR MEETING DATE: January 28, 2025
SUBJECT: Discussion on Public Defender’s Office Position Request - Manager of Finance & MIDC Grant Compliance

SUMMARY OF ITEM TO BE PRESENTED:

The Michigan Indigent Defense Commission (MIDC) has introduced several key changes to the grant reporting requirements for FY25. Here are some of the main updates:

- 1. Attorney Qualification Tier: Each attorney’s Standard 7 qualification tier is now a mandatory field.
2. Expanded Assignment Categories: New assignments must be reported in six categories (probation violations, traffic misdemeanors, non-traffic misdemeanors, low severity felonies, high severity felonies, and life offenses) instead of the previous three.
3. Shift/Docket Hours Reporting: Systems employing salaried defenders must report the number of shift/docket hours worked during the quarter.
4. Attorney Invoices: Local systems must upload invoices for all contract attorneys providing direct service representation.

These changes aim to improve the accuracy and comprehensiveness of the data collected, ensuring better compliance and oversight. As a result, PD offices are taking proactive steps by creating a full-time compliance position to ensure that all the necessary standards are met efficiently. This approach is necessary in not only helping in meeting the standards more efficiently but to reduce the burden on existing staff.

In that regard, the new reporting and compliance checking requires daily tracking for compliance within our office and assigned counsel (overflow and conflict), combined with quarterly reporting, the yearly grant application process, it has become a full-time position. So, Mr. Champion is requesting the addition of a compliance and reporting position for the Public Defender’s Office. Following is a drafted position description.

Mr. Champion has begun the process of requesting a budget amendment from the MIDC to have funds allocated for this additional position. If approved, there would be no additional cost to the County.

RECOMMENDATION:

Pending approval from the MIDC, Administration would recommend the HR/PS Committee forward a recommendation to the full board to approve the addition of the Manager of Finance & MIDC Grant Compliance to the Public Defender’s roster.

POSITION: Manager of Finance and MIDC Grant Compliance SALARY RANGE: M3

Summary of Manager of Finance and MIDC Grants Compliance Job Description

This is a management position overseeing the financial and grant reporting compliance activities related to the Michigan Indigent Defense Commission (MIDC). Overall, this position requires a strong understanding of financial management, grant compliance, and the Michigan Indigent Defense Commission.

Key Responsibilities:

- Manage daily MIDC fiscal and grant reporting compliance operations.
- Develop and review procedures to ensure reporting compliance with MIDC standards.
- Prepare financial reports including weekly, monthly, quarterly and annual budget projections.
- Review grant applications to MIDC, ensuring eligibility and compliance with required grant material.
- Review daily financial and reporting records for accuracy and adherence to grant guidelines.
- Oversee implementation of MIDC reporting standards, including attorney qualifications and case assignments.
- Manage the Case Management System for relevant data entry.
- Act as a liaison for complaints, questions, and issues regarding managed assigned counsel.

Minimum Qualifications:

- Bachelor's degree in Finance or Accounting (or related work experience).
- 5+ years of experience in budgeting, financial accounting, statistical analysis (including state/federal grant programs).
- 5+ years of progressively responsible management experience.
- Familiarity with federal and state funding agencies (MIDC< DHHS, SAMHSA, BJA, DOJ, etc.) and grant systems (Just Grants, Grant.Gov, etc.).
- Experience with government accounting preferred.
- Knowledge of MIDC guidelines, GAO standards, and OMB regulations.
- Proficient in Microsoft Excel and MS Office Suite.
- Experience with case management software, relevant court software and systems a plus.

Reporting To: Chief Public Defender